

**TOWN OF AMHERST, MASSACHUSETTS  
PLANNING DEPARTMENT**

**INSTRUCTIONS FOR PERMIT APPLICATIONS**

Applications for Site Plan Review, Planning Board Special Permits, Form A Subdivisions (Approval Not Required), and Preliminary and Definitive Subdivision approvals are processed by the Planning Department. The Amherst Planning Board is the permit approval authority for these applications. All sections of the application forms should be completed, and the forms are to be signed by both the applicant and the property owner.

**Site Plan Review and Special Permits:** Completed application forms and plans (six sets) are to be submitted to the Planning Department. The Planning Department will assign a permit number to the application, certify the form, and return the form to the applicant. The applicant must then submit the certified application form with the appropriate fee to the Town Clerk.

**Preliminary, Definitive, and Form A Subdivision:** Completed application forms and plans (eight sets for preliminary and definitive subdivisions; four paper copies and one mylar for Form A subdivisions) are to be submitted to the Planning Department. The applicant will then receive a Planning Department fee form which shall be submitted with payment to the Central Services counter on the first floor of Town Hall.

*Applications will not be considered valid until all fees and completed application forms are submitted to the appropriate Town offices.*

**FEES:**

**Subdivisions**

Form A/ANR	\$50/first two lots + \$10 extra lot
Preliminary	\$500 + \$75/lot
Definitive	\$500 + \$100/lot
Definitive w/o Preliminary	\$1,250 + \$200/lot
Amendment	\$350 + \$75/affected lot
Inspection	\$6/linear foot of new road

**Land Use Permit Applications**

Design Review (DRB)	\$20
Site Plan Review (SPR)	\$100/5,000 sq. ft. new/altered lot coverage + \$200/5,000 sq. ft. new GFA
Special Permit (SPP)	No charge if filed coincident with subdivision plan application; otherwise \$100.

Applicants for Site Plan Review, Special Permits, Preliminary and Definitive Subdivisions must also submit a completed request form for an abutters list *to the Assessor's office* (to obtain the required listing of abutters for public hearing notices). Request forms are included in this packet or can be obtained from the Assessor's office. The request form should be submitted at the time (*or before*) plans and application forms are submitted to the Planning Department.